

AGENDA
SCIMP
FEBRUARY 28, 2019

AGENDA ITEM #2
APPROVAL OF MINUTES

SEPTEMBER 27, 2018

DRAFT

**Steering Committee-Implementation of Master Plan (SCIMP)
Minutes, September 27, 2018
Council Chamber, City Hall
6:30 PM**

MEMBERS PRESENT: Gregory Schwarz (Chair), Bruce Garland (Planning Board Rep.), Keith Davio (Planning Board Rep.), Sarah Riley (Alt. Conservation Commission Rep.), Karen Hill Liot Alt. City Council Rep.), Joan Monroe (Alt. Clifton Below (Vice Chair/City Council Rep.), Susan Almy (Conservation Commission Rep.)

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks (Director, Planning & Zoning), Rebecca Owens (Associate Planner)

1. **CALL TO ORDER** – Gregory Schwarz called the meeting to order at 6:31 PM.

2. **APPROVAL OF MINUTES** – May 31, 2018

Amendments: Page 1, Line 20: Change “has” to “have; Page 2, Line 15: Delete second “took place”; Page 2, Line 25: Change “would be the one” to “would be reported; Page 2, Line 43 and 44: Change “Public Document” to “Public Accountability Document”; Change “Non-Public Planning Tool” to “Planning Tool”; Page 3, Lines 25-28: Change “EVAC” to “EVEC”; Page 4, Line 7: Change “it obvious” to “it is obvious”; Page 4, Line 15: Change “FULM to “FLUM.”

A MOTION was made by David Brooks to approve the May 31, 2018 Minutes as amended. The MOTION was seconded by Bruce Garland.

**** The vote on the MOTION was unanimous in favor (5-0).***

3. **STUDY ITEMS:**

A. **MASTER PLAN IMPLEMENTATION**

- a. Report Concept - Revised format
- b. SCIMP Presentations – Revised format

Ms. Owens spoke about the time-frame of the SCIMP meetings, noting that a third meeting took place May 31. She stated that typically in the fall we meet and discuss how things have progressed over the past year for the implementation of the Master Plan and in winter meeting (Jan.) we set priorities for the coming year.

Ms. Owens explained that tonight’s meeting will be a little bit different because in May we did more of a status report and there were some requests to reform how the reports are done. She stated that tonight’s would focus on how that is conducted.

A discussion took place about the new format, how it looks on the web and how it looks to SCIMP members during presentations. Ms. Owens stated that she is working with IT

department on an on-line format. She also spoke about metrics (a way to measure progress) in the long term and how we're progressing as a community.

Ms. Owens presented a slide of a memo (from the City of Austin, Tx.) that was sent to the Mayor and City Council entitled "An Evaluation of the Performance Measuring Process of the City. She noted that the City of Lebanon has essentially the same four processes (CIP, the Budget, Evaluation and the MP) as well as an implementation plan. Ms. Owens detailed what measurement might mean in this new proposed format, filling in the metrics and identifying them as a community.

Ms. Owens then recapped the feedback from the last meeting in May, addressing the following comments and suggestion by the committee:

1. Matching chapters and themes to responsible parties and committees
2. Additional cross-references and actual citations
3. An aggregated resources list
4. More active reporting and less text, pictures and examples- a more modern format

Ms. Owens then directed committee members to a website to view the proposed format. She commented that anyone can create a civic-plus login and it eventually be accessible to the Public.

She stated that the proposed website will have a new introduction, which can help the public interpret Master Plan Implementation Reports, and that there will be an explanation on how to understand the complementary but separate Master Plan Update publications.

Ms. Owens shared some of the advantages of the proposed website:

1. Match Chapters/outcome implementation to responsible parties.
2. Stream-lined, big picture tracking
3. Cross- reference to related outcome strategies/actions
4. Prioritizing and sharing reports
5. Aggregated resource list
6. More interactive reporting and presentations

Lebanon Master Plan- How to read chapter reports:

- a. Master plan ID
- b. Cross-reference
- c. Status
- d. Theme
- e. Resources
- f. Responsibility
- g. Metrics/KPI

Mr. Garland raised the issue regarding the six-year launch challenge (Having the website include information from the past six years). He asked about Chapter 6, using an example of the airport and how to highlight a study.

Ms. Owens stated that links to the information could be found under status or resource with content for the years 2012-18. She also explained that a metrics-oriented system would allow people to interchange information within the sections, sub-sections and chapters. Owens explained that there was a qualitative and quantitative way to show how things are being implemented beyond the Master Plan.

Ms. Almy stated that since 2012 there has been a lot of more going on in the CIP and asked about using examples instead of a narrative. Ms. Owens responded that examples within the chapter will be limited. She also noted the value of having information that is interactive to engage the boards and also to be available to the public. Ms. Hill Liot added that the new format will provide a framework and be useful in the future.

Mr. Davio asked about standardizing and correlating reports to the City Council. Ms. Owens said that some chapter reports are already done and fine-tuning will be needed, "but we're headed in a better direction."

Mr. Brooks said it will be a task to go back six years. But once we catch-up and keep it current, this will set us up to have all this information at our finger tips.

Ms. Hill and Mr. Brooks asked about bringing in people and volunteers to work on the project and input data.

Mr. Garland asked about the issue of being overwhelmed by data. Ms. Owens said there will be "how to" pages and tables to help people navigate the reporting format and data.

Ms. Hill also asked about the possibility of making the draft information live so SCIMP members can click on it.

Ms. Owens said she would like to focus her efforts on getting the information on line, facilitating how we report to all the council and committees. She mentioned that the information can be broken down at the discretion of people utilizing the system.

Mr. Garland asked about having an executive summary year-by-year.

Ms. Owens said they could make a list of about 20 items which will highlight specific information that people really want to hear about. Mr. Brooks said some of the information can be sent out in a newsletter while Mr. Davio suggested disseminating the information by mail for residents who are not computer literate.

Mr. Brooks noted in a previous meeting there was a discussion about making the public aware of the study and providing information and actions being done. Ms. Hill asked about incorporating the study within the newsletter. She asked about dove-tailing the

information to City Council and managers to use when considering different items, including the three-year work plan and the Master Plan update. Advantages could also include the sharing of information, using the example of SCIMP and the Budget committee. Mr. Brooks noted the value of the information for SCIMP, providing updates and accomplishments after each meeting. Ms. Hill asked how we can identify metrics in the future such as performance indicators.

Mr. Davio asked about the flexibility of the list and how those entities will agree. Mr. Brooks asked about putting the item on a future EVEC agenda next month, addressing Master Plan action items related to groups, including Housing Coalition and Vital Communities. Ms. Hill mentioned the Vital Communities are unlike other groups and is more comfortable with EVEC than the Chamber as a stakeholder. She also felt that responsible parties for the City Master Plan should have a formal connection to the City

Mr. Brooks said he'd like to get a positive response from organizations, committee, task forces and the public. He would like to see the report concept move from a plan to a buy-in going forward.

A conversation then ensued, about SCIMP's role with EVEC, Vital Communities, Lebanon Housing Authority, Human Services and related parties as the starting point for proposed web site and metrics. Ms. Hill also asked about a login timeline and setting up a communication plan where responsible parties receive an invitation to take part in the program.

4. OTHER BUSINESS:

Previous minutes and future agenda items were discussed. Ms. Riley also inquired about getting minutes sooner or sent by email to SCIMP committee members in a draft format.

5. OPEN DISCUSSION: - None

6. ADJOURNMENT:

A Motion made by David Brooks to adjourn the meeting at 8:03 PM.

The motion was seconded by Keith Davio.

***The vote on the motion was unanimous in favor 5-0.**

Respectfully submitted,
Stuart Kaufman
Recording Secretary